Common Errors and Warnings in IT Web

1. Exhibit 53 Template Errors:

The following error is typical of submissions not following the published Exhibit 53 Template.

SPREADSHEET IMPORT SUMMARY

The spreadsheet in FY08 Exhibit 53 - Templete Error.xls has validation errors. This means there is some problem with the format of the data in the spreadsheet sent. The validation errors are:

- Expecting a primary column header similar to 2007 UPI at column#B
- Expecting a primary column header similar to 2008 UPI at column#C
- Expecting a primary column header similar to Investment Title at column#D
- Expecting a primary column header similar to Investment Description at column#E
- Expecting a primary column header similar to Primary FEA Mapping at column#F
- Expecting a primary column header similar to Sub-Function or Svc Component at column#G
- Expecting a primary column header similar to Percentage (%) at column#H
- Expecting a primary column header similar to BE at column#I
- Expecting a primary column header similar to Financial at column#J
- Expecting a primary column header similar to IT Security at column#K
- Expecting a primary column header similar to Homeland Security at column#L
- Expecting a primary column header similar to DME ($M) at column#M
- Expecting a primary column header similar to CY at column#N
- Expecting a primary column header similar to BY at column#O
- Expecting a primary column header similar to Steady State ($M) at column#P
- Expecting a primary column header similar to CY at column#Q
- Expecting a primary column header similar to BY at column#R
- Expecting a primary column header similar to Investment C&A at column#S
- Expecting a primary column header similar to Project Management at column#T
- Expecting a secondary column header similar to Line of Business or Service Type (3 digit code) at column#F
- Expecting a secondary column header similar to BF at column#H
- Expecting a secondary column header similar to Priority Identifier at column#L
- Expecting a secondary column header similar to PY at column#M
- Expecting a secondary column header similar to PY at column#P
- Expecting a secondary column header similar to Status at column#S
- Expecting a secondary column header similar to Qualification Status at column#T
- Expecting first investment row at row 9

Common causes of errors are the results of:
- Hidden Column/Rows
- Extra Column/Rows
- Non-standard Merged cells
- Mislabeled Columns

2. Validation errors on missing data for Optional Schema Elements:

Optional Schema elements identified in the Exhibit 300 Schema-Version 3.02 must have valid data if provided in exhibit 300 submissions. Escape values should not be used for Optional Schema elements. If the Optional Schema element is not required because it is not applicable to the investment, do not include the optional element as part of the submitted exhibit 300.

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3. Incorrect use of escape values:

Escape values should not be used on Optional Schema elements. An exhibit 300 should include answers for all required data elements with appropriate answers. There is an exception for Part I- Section C: Acquisition/Contract Strategy-Table 1:

For Planning ONLY investments, with no contracts yet planned, the following escape values can be used:

- contractNumber - None
- contractTypeUsed - None
- contractAwarded - no
- contractAwardDate - 1/1/1900
- contractStartDate - 1/1/1900
- contractEndDate - 1/1/1900
- contractTotalValue - 0
- interAgencyAcquisition - no
- performanceBasedContract - no
- competitivelyAwardedContract - no
- alternativeFinancing - no
- EVMRequired - no
- securityPrivacyClause - no
- contractCoName - None
- contractCoContact - None
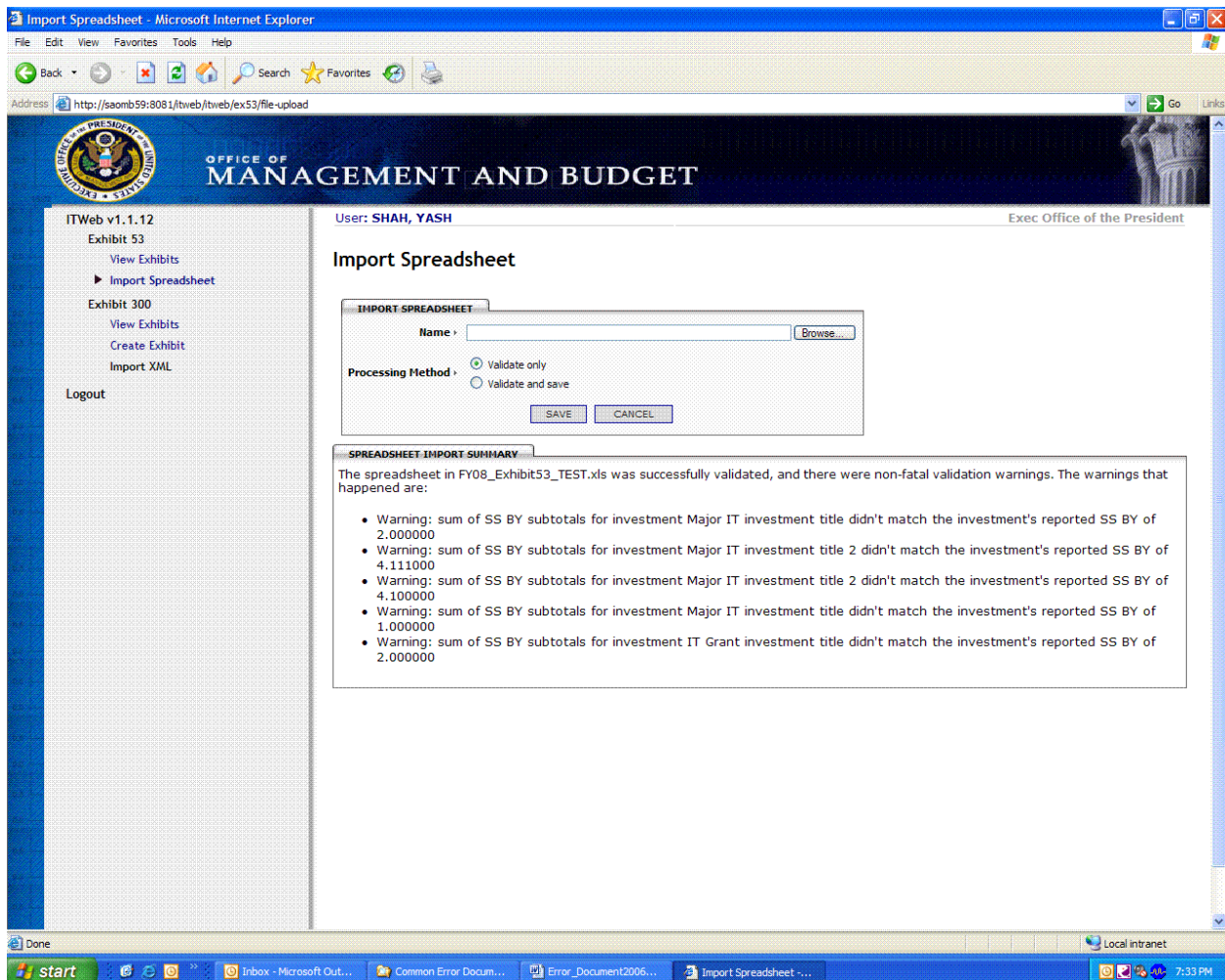- contractCoLevel – NA

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4. Warning Messages vs. Error Messages

When validating or validating/saving there are two types of messages that a user can receive. The most common are "Error Messages." Error messages are meant to inform the user that the exhibit was not able to be submitted for a specific reason. Error Messages can come in a variety of formats.

The other type of message that can be received is a "warning message." All Warning Messages begin with "Warning: ". If you receive a Waning Message when you "Validate and Save" your exhibit will have saved. The warnings are meant to serve as notes of potential errors and we encourage you to investigate their cause.

When attempting to validate the test 53 OMB provided, you should generate the following warnings –

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5. Reminder: Creating and Editing Exhibit 300's – Administrators and User Roles

Agency administrators are the only users able to create exhibit 300's using ITWeb. After an agency administrator fills out the first web form (see below), the created Exhibit 300 will only be available for edit to agency administrators. All users for an agency can edit all exhibit 300's imported to ITWeb and created using ITWeb.

6. Hours of Operation

> **Hours of Operation (supported):**
> Mon-Fri: 8 AM - 5:30 PM EST
> Sat-Sun, Holidays: Limited Support
>
> **Extended Hours of Operation (unsupported,
> service interruptions may occur without notice):**
> Mon-Fri: 4 AM - 8 AM, 5:30 PM - 11 PM EST
> Sat-Sun, Holidays: 4 AM - 11 PM EST
>
> **System Unavailable:**
> All days: 11 PM - 4 AM EST

7. 'contractEndDate' validation error:

Exhibit 300 Submissions with validation errors for Contract End Dates in Part I- Section C: Acquisition/Contract Strategy-Table 1, where the contract has no "End Date". Please use "2099-12-31" to represent the contract end date.   Contracts with end dates should include the appropriate date. The following is an example of a potential validation error for this situation:

Exhibit 300 Submission

The Exhibit 300 has validation errors. This means there is some problem with the format of the data in the Exhibit. Please review the errors and correct the Exhibit before trying again. The validation errors are:

- Expected element 'contractEndDate@https://OMB300.gov' instead of 'contractTotalValue@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 136
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'interAgencyAcquisition@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 137
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'performanceBasedContract@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 138
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'competitivelyAwardedContract@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 139
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'alternativeFinancing@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 140
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'EVMRequired@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 141
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'securityPrivacyClause@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 142
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'contractCoName@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 143
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'contractCoContact@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 144
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'contractCoLevel@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 145
- Expected element 'contractEndDate@https://OMB300.gov' instead of 'contractCoCompetent@https://OMB300.gov' here in element acquisitionStrategyRow@https://OMB300.gov at line 146